Res mant 3-3-3 Declassified in Part - Sanitized Copy Approved for Release @ 50-Yr 2014/05/16 CIA-RDP70-00211R001000170013-0 STAT 17 January 1963 GE-66. Headquarters Chief, Records Management Staff/DDS Shelf File Equipment 1. Attached are brochures illustrating Shelf File Equipment made by four (4) different manufacturers. We have used the equipment of each of these remufacturers in some of our Readquarters installations and find that they are all satisfactory. 2. As indicated to you yesterday, we do not advocate doors on any shelf files. Generally, doors defeat one of the primary objectives of shelf filing, i.e., they prevent direct access to records. 3. Although we do not advocate any particular make of shelf file equipment, the Modular type made by Diebold is one of the nost flexible on the market. The Diebold brochurs illustrates how this equipment can be used to fit almost any type of office space arrangement. It is also easily assembled. STAT For these reasons, it may be wise for to consider seriously the use of Diebold. STAT Attachments STAT CC:

ADMINISTRATILE AND ESE ONLY

Rev Shopt 3-3-3 Shelf File

"HOW ARE YOU FIXED FOR SPACE"?

ASTRATON OF MOTHOUGH

years this system rapidy to over individual installations in the Agency. In these installations

the average storage cost was reduced from \$54. to \$4. per linear foot. of records. At the same time many offices found it would have been impossible for them to move into the New Headquarters

Building had they not tackled their problems.

Our completed Shelf-Filing systems represent eight different types of equipment. Some of course are more satisfactory than others. The first consideration has been to select the equipment that best fitted a particular filing situation. Also, our purpose is not one of making filing a "soft job", rather, it is to get it out of the category of a "killing" job. A few words of caution should be noted here. If you have a particular filing problem, other than space limitations, converting to a Shelf Filing System will not resolve the problem. The problem will remain with you and should be resolved before making the conversion.

There are several new additions to the types of equipment now available including the storm in the first and the storm in the first a motorized unit which contains revolving shelves. These shelves revolve and stop at a convenient working height standing or fitting) merely by depressing a button. There is also a unit whereby the first five shelves (from the bottom up) pull out to permit drop-filing

* Pacture

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similar to the filing done in a conventional cabinet. There will be more on these units in later issues of the Support Bulletin.

The picture above introduces the "Unit Space Finder" As you the the Vint law finder can see, the filing compartment there is an extremely heavy cardboard box-like container rather than the conventional flat shelf. Each container will hold 4" of files allowing extra space for filing ease and is supported in cantalever fashion from rails running the entire length of the installation. This box-like container slides easily along the rail in either direction and permits expansion at any point in the file. You simply push the boxes apart far enough to insert an empty one. This feature eliminates the need for shifting several shelves of material when additional filing space is needed at a given location. There is also a filing Truck for areas where material must be transported to various locations. The Truck compliwell to 25 ments the Unit Space Finder by allowing you to place containers contents in the truck for transport without removing individual file folders.

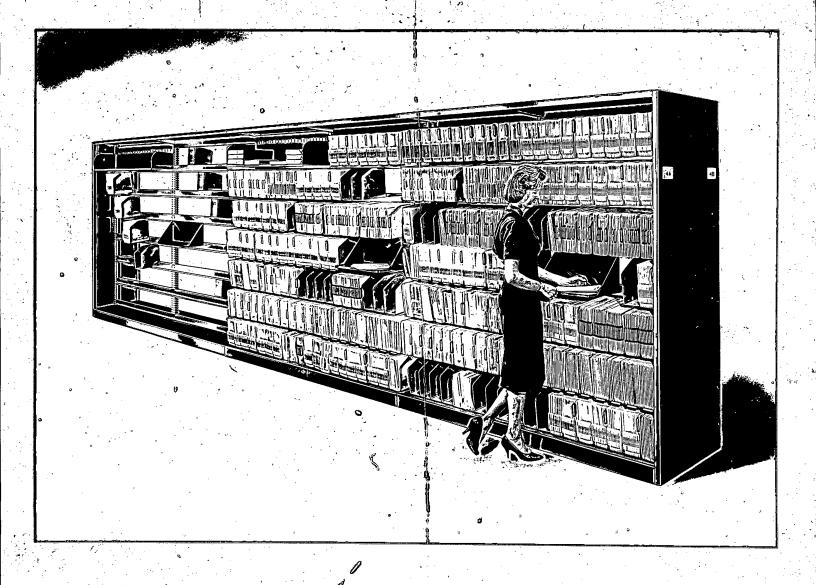
The first installation of the Unit Space Finder was recently completed in OO/FDD. Upon completion of their move to the Headquarters Building another installation will be made in the Executive Registry, Office of the Director.

The installtion of Shelf-Filing equipment should not be attempted by inexperienced personnel. Since most units are erected to heights of 6 and 7 feet there are safety factors to be considered and of course security factors determine how and where such equipment may be used.

For guidance and assistance with your filing problems contact your Area Records Officer or the Records Administration Office. Overseas personnel should direct their communications to the DD/P/RMO.

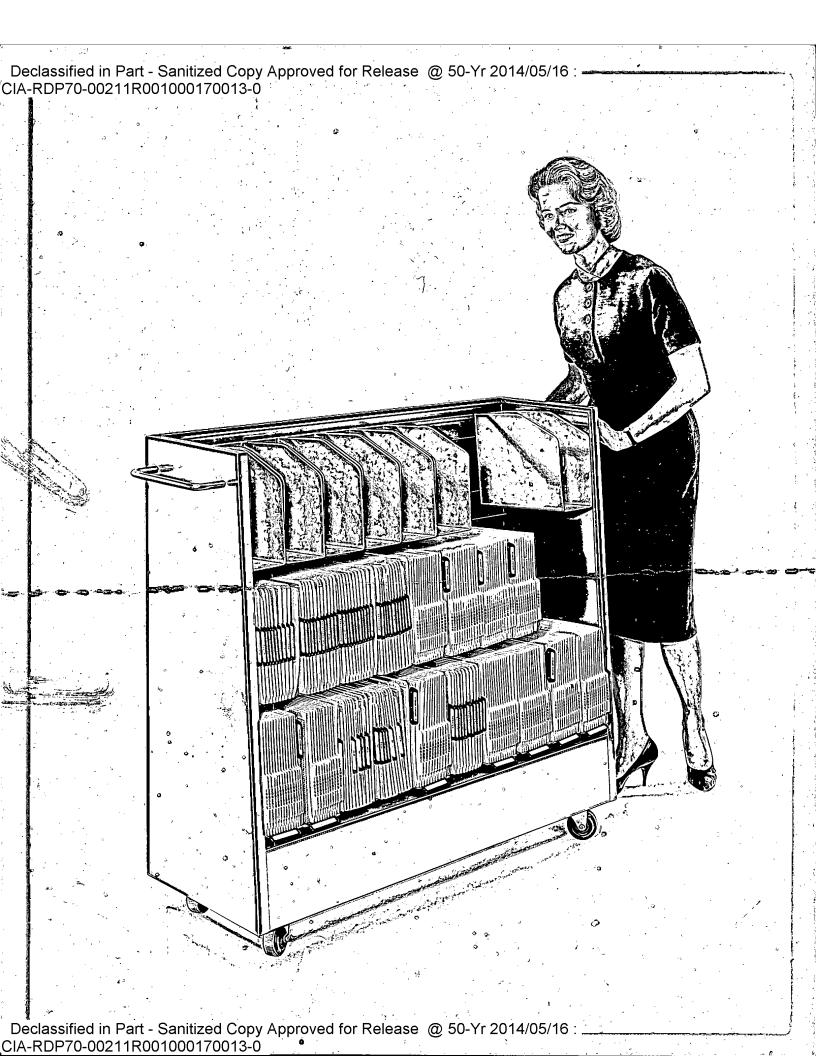
Literature on the Unit Space Finder is available by calling extention

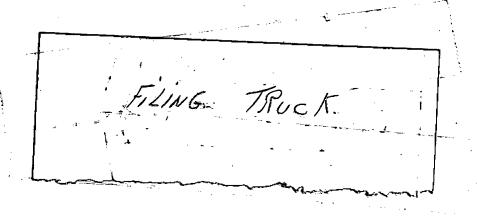
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THE UNIT SPACE FINDER





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*			FOLLOW-UP- SI	HELF FILING	INSTALLATIONS	Date
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	F•	All or Pa	art of Equipmen	nt Not Being	g Used - Why	

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s: Tile se mgnt 3-3-3 Shelf Filing

30 March 1962

MEMORANDUM FOR THE RECORD

	SURPLUS SHELVING	
STAT	A call to DDP/RID indicated that on	
`	approximately 9 April they will declare as surplus to their nee	:ds
	the following:	
	150 Sections of Remington Rand Steel Shelving.	
	Each section is 36" wide x 12" deep and either	
	90" or 92" high. (The bottom shelves are 15"	
	deep.)	
	All section have a Dust Canopy and all shelves have dividers.	ı
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